

Room Policies

ILLNESS

Please review the SFEI Parent Handbook and familiarize yourself with the illness policy. It is important to follow the policy to the "T" for the well being of all the children in our class. If your child becomes ill and we will call you, you have 30 minutes to pick your child up. Also if your child has been sent home with an illness, or diagnosed with one we will post it outside the door (no names will be used or given out to protect the privacy of that child and family). In addition, parents are required to notify the staff if your child has or has been exposed to a contagious illness, such as pink eye, strep throat, or croup. This will allow the staff to take appropriate precautions to prevent the spread of the illness. No exceptions will be made to the policy.

BITING (From Parent's Handbook F.2.1.1)

While young children occasionally bite when they are unable to express themselves verbally, biting is serious misconduct and is dangerous to both the one giving and receiving the bites. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting. However, if a child bites another child or staff member two times in one day, the parent will be contacted at work. If a child bites another child or staff member three times in one day, the child will be sent home for the day. The parent must pick up the child within 30 minutes of being contacted. Parents should not attempt to blame the teachers for the child's biting, or talk them out of sending the child home. The parents of the victims would like for your child to stop!

SIPPY CUPS

No sippy cups will be allowed in the room.

DIAPERS

On the first day of school we ask that you bring a pack of diapers, wipes and diaper rash ointment. As your start to run low on supplies, we will send a note home stating which supplies you need. We will not under any circumstances borrow diapers or any other supplies from other classmates. It is important that you check your child's cubby on a daily basis for information. We will inform you days in advance that your child is running low on a particular supply. If your child is completely out of diapers or wipes and we have informed you in advance and you forgot, we will call you and you will be required to bring them.

EXTRA CLOTHES

It is important to keep at least two extra clothes in your child's cubby. Accidents do happen or they get dirty eating or doing art and we want to be able to send them home clean. Remember to replace clothes that have been used.

BLANKETS

We recommend that you bring a blanket for naptime; it can get a little chilly during the nap. All nap items must be taken home on Fridays for laundering.

NAPTIME

Please do not bring your child or schedule any appointments to where you would have to bring your child in during naptime which is 12:00 and 2:00 pm. If this cannot be avoided then you will be required to put your child to sleep. It is not fair to the children that are already resting to be disturbed by a crying child because you had to leave.

TOYS ETC...

Please do not bring toys to schools unless it's a special occasion where we have requested the children to bring it. We have plenty of things for the children to play with. Also if your child has a special blanket or stuffed animal it will be required to be put in their cubby until naptime.

DAILY REPORTS

They are not required.

LESSON PLANS

Weekly lesson plans will be posted on the Parent Board located outside the classroom.

PARENT BOARD

A parent board is provided for you, so information will be available to you at all times. If any new information is given it will be posted on the board.

EVALUATIONS/PARENT CONFERENCES

Student evaluations will be done twice a year to keep you informed on how your child is progressing. After the evaluations are done you may set up an appointment for a conference with the teacher to discuss your child's development.

NON-PRESCRIPTION MEDICINE

If your child needs any over the counter medicine that is NOT age appropriate for them, you will need a doctor's note stating that dosage for your child. We will not be able to administer any medicine if we do not have a doctor's note including Tylenol and

any ointments or cream that are not age appropriate. All medicine needs to be in its original container labeled with your child's full name.

BREAKFAST

Breakfast is served from 7:00 to 8:30 (current schedule), any parent wanting their child to have breakfast we ask you arrive prior to 8:00 so that the children can eat together.

CLOTHING

Please dress your child appropriate for daycare; we tend to get dirty sometimes, even though we take precautions.

LATE CHARGE

Please pick your child up on time, we close at 5:30 pm. Anything after you will be charged a late fee of \$5 for every 15 minutes. No exceptions will be made.

POTTY TRAINING

We will start potty training when the children start showing an active interest. After Christmas will be a definite date.

ROOM CAPTAIN DUTIES

Please familiarize yourself with the duties of Room Captain/Alternate, in the past there has been some misunderstanding about the duties. If there is any problems or questions please feel free to come and talk to us.